

Title: <b>Administrative Aide IV</b>	Effective Date: May 11, 2012	Grade: IX	Job Category: Admin. Support
Prior Title: Administrative Aide IV	Prior Effective Date: August 24, 2007	Grade: IX	Page: 1 of 1

**CHARACTERISTICS OF WORK**

Under general supervision, this position is responsible for supportive duties in a Division or Section.

**EXAMPLES OF WORK**

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Assist in the development of Division or Section goals and objectives.
- Collect, compile, and organize data.
- Prepare various reports.
- Provide assistance to other staff members.

**MINIMUM REQUIREMENTS**

The educational equivalent to a diploma from an accredited high school. Ability to plan and organize comprehensive reports. Working knowledge of Microsoft Word, Excel, and Outlook.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**APPLICABLE TO FISCAL SERVICES DIVISION AND PERMITS SECTION:**

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**

